

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5362 TITLE: SUPERVISING ENGINEERING INSPECTOR
GRADE: S-24

DEFINITION:

Under limited supervision, supervises a group of engineering inspectors to achieve enforcement and compliance with complex and specialized construction code requirements on construction projects; assigns duties and coordinates work schedules and workload of inspectors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class serve as first-line supervisors.

ILLUSTRATIVE DUTIES:

Supervises subordinates and participates in the inspection of County construction projects involving underground drains, metal and concrete pipe drains, culverts, bridges, sanitary sewer lines, storm drainage, catch basins, sanitary dams, and laying of water lines;

Inspects and supervises the inspection of street and secondary road construction or improvement projects, including final surfacing, the building of trails, laying of sidewalks, and the demolition of buildings;

Instructs and trains engineering inspectors in the enforcement of state and County construction codes, specifications and procedures to ensure uniform enforcement by inspectors and compliance by developers, builders, and contractors;

Coordinates work schedules of the section/unit to ensure that an even flow of work is distributed to individual inspectors;

Reviews daily reports and other work output from subordinates for conformance with standard operating procedures and sets priority of projects to ensure the section/unit meets the inspection workload demands;

Performs supervisory duties, such as completing performance evaluations, approving leave, and providing counseling as necessary to improve performance;

Reviews new construction plans, specifications and sites for construction projects with inspectors to identify any potential problems;

Supervises maintenance of area records, project files, and availability and assignment of equipment and supplies so that inspectors can perform their duties;

Inspects special and/or unique projects as necessary;

Keys in data and transmits inspection information using a hand-held computer terminal;

Evaluates all reported code violations according to applicable codes to determine that an actual violation has occurred, and verifies that all violation notices cite the applicable code sections, approves issuance of violations, and authorizes corrective measures when a time limit on a violation has expired;

Provides legal testimony in court, when subpoenaed;

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Informs supervisors and subordinates of significant events and activities, and reports problems to a supervising engineer;
Verifies inspector's proposed release of bonded and non-bonded projects;
Writes reports and correspondence in response to request by management and other agencies;
Prepares changes to the Public Facilities Manual (PFM) and the agency inspector's handbook;
Meets with supervisors, developers, builders, contractors, engineers, home/property owners and staff from the Virginia Department of Transportation and other County agencies to answer questions, exchange information, and provide assistance in resolving land development and construction project issues.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the theory and practice of civil engineering;
Knowledge of the materials and methods used in construction of land development and public works projects;
Knowledge of the equipment and methods used in the demolition of buildings and the safety measures needed to ensure safety of employees and nearby property;
Knowledge of state and County construction code and regulations;
Ability to inspect a construction project and ensure that it meets applicable code requirements and built in accordance with approved plans, specifications, and permits;
Ability to manage the work of a group of subordinate engineering inspectors;
Ability to teach subordinates technical knowledge, procedures, and methods needed to perform duties of an engineering inspector;
Ability to develop and maintain effective relationships with contractors and the general public;
Ability to read blueprints and specifications;
Ability to keep records, and to use a hand-held computer;
Ability to write reports, letters, and ordinances.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from high school or possession of a G.E.D. issued by a state department of education; PLUS
Four years of experience inspecting public improvement projects.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Virginia Erosion and Sediment Control Inspector Certification or the ability to obtain same within two years of appointment date is required for certain positions as identified to the Department of Human Resources.

REVISED: July 23, 2002
REVISED: December 18, 1997
REVISED: September 26, 1988